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*Office Memorandum* • UNITED STATES GOVERNMENT

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TO : Director of Training  
THRU : Chief, Plans and Policy Staff

DATE: 2 March 1955

FROM : Chief, Language and External Training School

SUBJECT: Weekly Activities Report #9  
23 February - 1 March 1955

### A. SIGNIFICANT ITEMS

The CIA Career Council recommended candidates to fill Agency quotas for the fall of 1955 at the National War College, Army War College, Air War College, Naval War College and the Industrial College of the Armed Forces. Upon final selection by the DCI, the Office of Training will notify the successful and unsuccessful candidates and inform appropriate commandants of the Agency selection.

### B. OTHER ACTIVITIES

1. A Spanish Foreign Language Seminar has been organized and will commence on 3 March 1955. Class will meet two hours each week for an indefinite period. Mr. [ ] OCI will be the leader. WH, OCI and ORR have students participating in the seminar.

2. Current enrollment in the internal language training program includes 123 people in Russian classes, 14 in Japanese, 27 in Romance Languages, 29 in Germanic Languages plus ten students in other language courses. A total of 92 persons are in self-study programs, giving a total of 295 students in internal language training. Three persons were withdrawn from language courses by their offices. The language laboratory was used 621½ hours during the past week.

3. One space has been obtained from the Navy Language School for the full-time intensive German language course beginning in July 1955. A candidate from EE/DDP will be considered by the School for this space.

4. Arrangements have been completed and class has started at the SAIS for a part-time Indonesian class.

5. An announcement has been sent to Agency personnel giving the foreign language film schedule for the next month. These films are held during the lunch hours as well as off-duty hours. Previous attendance at these films has been very good.

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6. Employees of [ ]/DDP and OCI/DDI will attend the 9th Annual Conference on Middle Eastern Affairs. The subject of the two day conference is "The Evolution of Public Responsibility in the Middle East" -- a survey of current area-trends in public responsibility toward political, social, economic and international affairs. The speakers include the Secretary-General, Republican Peoples Party in Turkey, Hon. Kasim Gulek; Former U.S. Ambassador to Lebanon and Consultant, Arabian American Oil Company, Hon. Harold Minor and Dr. Hurst Anderson, President, American University. The Chairman is James Terry Duce, Vice President, Arabian American Oil Company.

7. Preliminary to obtaining an Agency quota for attendance at the North Atlantic Treaty Organization Defense College, Paris, France, conferences were held with Captain Frank Acker, Office of Naval Intelligence, Captain W. W. Armstrong, USN and Colonel E. H. Forney, USMC, both from the Office of the Secretary of Defense. As a result of this liaison contact a formal request for CIA participation in the 8th session beginning 1 September 1955 is to be initiated. The total number of participants in the course is 54. The United States quota is 7 slots.

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8. Conferences will be held with Dr. Colin Hudson, Ordnance Research and Development Division, Department of Army and Mr. [ ] [ ] OSI/CIA to discuss arrangements for a special training program, involving Mr. [ ] dealing with the solid propelants employed in guided missiles. The suggested program may include some on-the-job training at industrial concerns engaged in the manufacture of these propelants.

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9. For the first time arrangements have been made to have an Agency employee (from ORR) attend the Command Logistical Refresher Course, conducted by the Army, in Ft. Levenworth, Kansas.

10. Also for the first time a request has been made for attendance of a CIA employee in the Army Supply Management Course conducted under the auspices of the Deputy Chief of Staff for Logistics, Department of Army at Ft. Lee, Virginia.

11. Participation in the regular monthly Qualifications Review Panel included Messrs. [ ] and [ ]

from OTR. The panel recommended one person from FE be considered to attend the six month full-time intensive Japanese language course beginning in April 1955 and three people to attend the full-time intensive German course beginning 7 March. These two courses will be held at the Foreign Service Institute.

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12. All Training Liaison Officers were given the regular oral report on students deficient in participation or performance in internal language training during the past week.

25X1 ✓ 13. [ ] discussed problems involved in the program of language proficiency testing.

25X1 14. [ ] spent a large part of one day with the language instructors and continued to provide them with assistance that has aided greatly in the growth of the language proficiency testing program.

15. Memorandums have been sent to Training Liaison Officers requesting that they obtain delinquent "Interim or Terminal Reports on Training at Government Expense." Although frequent follow-up memorandums and telephone requests are made to trainees having taken external training requesting their reports it still continues to be a major problem. Lists containing approximately 200 trainee names were forwarded at this time.

*How many left*  
16. Approximately 400 evaluation reports were incorporated into the recently established file on "Evaluation of External Training. Duplicate copies have been distributed to Training Liaison Officers, Registrar and the Personnel Office.

17. Several persons were counseled with regard to training programs. One person from Commo requested assistance in preparing an academic training program in electrical engineering, counseled and arranged training in Spanish for an IO person and counseled and arranged external training for a senior official in WE.



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